

Application Information

Only complete applications will be accepted. If an application is incomplete, a new \$75 application submission fee will be required upon re-submission.

Please submit the following required supporting documents with the application.

Supporting Documents Checklist

- Statutory Declaration (attached)** Each Rental Property Owner/Landlord **must** complete a Statutory Declaration. Please make one copy per owner.
- Certificate of Insurance (attached)** or proof of placement of insurance that includes:
 - A limit of liability of not less than \$2,000,000 (two million dollars) per occurrence for property damage and personal injury.
 - Identifies the proposed use as residential rental.
- Floor plan of the Rental House** including the dimensions of each room & the proposed use. (Basements bedrooms must have an egress window)
- Electrical Safety Inspection Report must be obtained through a private Electrical Safety Authority approved Electrician.** A new inspection is required every 5 years or if any electrical work or renovations have been done since the time of your last licence application. If your home is a brand new build, you may contact the ESA at 1-877-372-7233 to request a copy of the new residence inspection completed by the builder.
- Copy of the transfer/deed** for the property from the Land Registry Office (contact 905-665-4007)

Additional Documents Checklist

- Landlord/Owner's authorization form (if agent is acting on their behalf of the owner) (Attached)
- Copy of the landlord's articles of incorporation; and corporation profile issued by the Ontario Ministry of Consumer & Business Relations (if Property Owner is a Corporation)

Once your application has been submitted and accepted, inspections will be booked. (Included in the Licensing fee). Failure for an owner or agent to attend a scheduled inspection will result in an additional \$75.00 inspection fee.

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Residential Rental Housing Licence Application

New Application **Renewal Expiry** _____

Rental Property and Landlord/Owner Information	
Municipal Address of Rental Property	
No. of Bedrooms Applied for	No. of Occupants in House
If the landlord/owner is a Corporation or Partnership, include Name, Address, & Telephone numbers of all Officers, Directors, Shareholders & Partners in the Owner Information below.	
Corporation or Partnership Name:	

Landlord/Owner 1 information	
Name of Owners (first and last)	
Permanent Address	Home Telephone
City	Other Telephone
Province	Fax Number
Postal Code	Email Address

Note: Landlord/Owner 1 will be the City's main contact if no Agent is assigned.

Landlord/Owner 2 information	
Name of Owners (first and last)	
Permanent Address	Home Telephone
City	Other Telephone
Province	Fax Number
Postal Code	Email Address

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Note: For additional Landlord/Owner Names, please include information on a separate sheet.

Agent information

- Only complete when agent is acting on landlord's behalf
- If an Agent, include the signed Landlord/Owner's Authorization Form (Attached) with your application

Name of Agent (first and last)	
Agent's Permanent Address	Home Telephone
City	Other Telephone
Province	Fax Number
Postal Code	Email Address

For Office Use Only

Application Accepted By:	Application Fee: <input type="checkbox"/> \$75.00	Rental Status: <input type="checkbox"/> 1st time app. <input type="checkbox"/> Renewal <input type="checkbox"/> New owner
Application No.:	Licence Fee: <input type="checkbox"/> \$500 first time app <input type="checkbox"/> \$360 60 days prior to expiry <input type="checkbox"/> \$500 not 60 days prior to expiry	Application Submission: <input type="checkbox"/> accepted <input type="checkbox"/> refused
Initial Inspection Date:		Application Date:

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Licensing Questionnaire

Municipal Address of Rental Property:

Rental Property Questions (Please answer all questions)

1. Do you have a lease? Yes or No
2. Is the lease issued on a per room basis or one lease for all occupants?
3. No. of bedrooms in the rental house: _____. No. of bedrooms occupied or intended to be occupied in house: _____.
4. Number of occupants residing or proposed to reside in the rental house: . _____
5. Who assigns the occupied rooms? owner tenant
6. Does landlord/owner have access to the rented dwelling? Yes or No
If Yes, specify access rights:

7. Are there areas of the dwelling to which **only** the landlord/owner has access? Yes or No
If Yes, specify access rights:

8. Does the landlord/owner set any house rules? Yes or No
If Yes, specify what those rules are:

9. Do the occupants have full & unrestricted access to the entire rental house? yes or no

All signing applicants please initial

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Residential Rental Housing Licence Supporting Documents

R.R.H.L Statutory Declaration (Page 1 of 3)

Statutory Declaration in Support of Residential Rental Housing Licence Application for the Premises municipally known as _____, Oshawa, Ontario.

I, _____ of _____
<Name> <City/Town>

in the _____ of _____ in the Province
<Regional Municipality/County> <name of Regional Municipality/County>

of _____ SOLEMNLY DECLARE that:
<Province>

1. I am an Applicant named in an application ("Application") for a licence pursuant to the City of Oshawa's Licensing By-law 120-2005 ("Licensing By-law") respecting the Rental Unit located at _____, Oshawa.
<Rental Property Address>

2. I have sought and received independent legal advice respecting the requirements imposed by applicable law in relation to the Rental Unit ("Applicable Law") including, without limitation, respecting the requirements of the Licensing By-law, the City's Zoning By-law 60-94 ("Zoning By-law"), the Property Standards By-law, the Lot Maintenance By-law, the Boulevard By-law, the Waste By-law, the Snow and Ice By-law, the Carbon Monoxide By-law the Fire Protection and Prevention Act, 1997, the Fire Code, the Building Code Act, 1992 and the Building Code, the Electrical Safety Code, O.Reg.164/99, and the Health Protection and Promotion Act (Ontario) all as may from time to time be amended.

Alternatively, I have had the opportunity to receive independent legal advice and have waived that opportunity. In either case, I fully understand the requirements of Applicable Law in relation to the Rental Unit.

Commissioner of Oaths' Initials

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3. The Rental Unit complies in all respects with all Applicable Law. Without limitation:
- a) The number of bedrooms to be used in the Rental Unit does not and will not exceed (select number) that relates to your Rental Unit;
 Four (4) Five (5) Six (6) Other _____
 - b) The Rental Unit is being used as a Single Housekeeping Establishment
 - c) The Rental Unit is not and will not be used as a “Lodging House” contrary to the Zoning By-law; and
 - d) The Rental Unit has and will at all times have working smoke alarms and carbon monoxide detectors and Fire Extinguisher(s).
 - e) No electrical repairs or new electrical installations have been completed within or outside the Rental Unit and on the Rental Property without the benefit of an approved Electrical permit and without being inspected by an authorized representative of the Electrical Safety Authority.
 - f) No construction which requires a Building Permit has taken place on the Rental Property without the benefit of an approved Building Permit and without being inspected by an authorized representative of the City of Oshawa’s Building Services Branch.
4. The Applicant(s) do not have any outstanding/unpaid Administrative Monetary Penalties or Fines owing to the City of Oshawa.
5. That all of the information in and submitted with or in relation to the Application is accurate, true and complete.
6. I am aware Article 4(f)(iii) of City of Oshawa Residential Rental Unit Licensing By-law No. 20-2008 requires a landlord to notify the Director, Municipal Law Enforcement & Licensing Services, in writing no fewer than fifteen (15) days of any intended cancellation of insurance.

Commissioner of Oaths’ Initials

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7. I acknowledge that each failure to comply with Applicable Law can result in legal sanctions including, without limitation, the imposition of demerit points pursuant to the Licensing By-law, suspension or revocation of a licence respecting the Rental Unit, the imposition of administrative penalties, prosecution proceedings under Part III of the Provincial Offences Act or applications for injunctive and other relief in the Superior Court of Justice.
8. If the applicant is a corporation or a partnership, I have the authority to bind the corporation or the partnership, as the case may be.

I hereby irrevocably declare that the information in this declaration is accurate, true and complete.

Name (print) _____

Signature _____

[to be completed by Commissioner of Oaths]

DECLARED before me at _____ in the _____ of
<City/Town/Village> <Regional Municipality/County>

_____ in the Province of _____
<name of Regional Municipality/County> <Province>

this _____ day of _____, 20_____

Name of Commissioner: (print) _____

Signature of Commissioner: _____

Commissioner Authority Number: (if applicable) _____

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Parking & Lot Maintenance Requirements

Municipal Address of Property:

The City of Oshawa requires licensed rental properties to comply with lot maintenance standards and parking requirements as follows:

Parking Requirements

- Two parking spaces (2.75 metres wide by 5.75 metres long) are required. One may be on the driveway in the front yard, the other must be in a garage, side yard or rear yard). Parking on the boulevard, front lawn or over the sidewalk is prohibited.

Lot Maintenance Requirements

- Grass or weeds shall not exceed 20 centimetres (8 inches) in height
- Waste shall not be permitted on the property
- Snow and ice, including windrows, shall be cleared from the sidewalk and driveway not later than midnight of the first day after the snowfall. Similarly, walkways on the rental property must be maintained in a safe and passable condition. Persisting icy conditions must be remediated with the application of sand, salt or other suitable material
- Recycling and garbage containers may not be stored in the front yard, but in a garage, interior side yard or rear yard
- Recycling and garbage containers may be placed on the boulevard at 6:00 pm. on the day immediately preceding the scheduled collection day or before 7:00 am on the date of collection. They must be removed from the boulevard prior to 8:00 pm. on the scheduled collection day.

I (We) understand that although I (we) may assign lot maintenance responsibilities to a third party, the maintenance of my property is ultimately my responsibility. Ongoing compliance with the above is required in order to obtain and continue to hold a rental licence.

Signature of landlord/owner

Date

Signature of landlord/owner

Date

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Certificate of Insurance

To be completed by Insurance Company or Insurance Agent authorized to conduct business in Ontario.

Address of Property being Insured:

Residential Rental House

Containing No. _____ bedrooms and occupied by No. _____ tenants.

Name of Owner of Insured Property	Name, Address & Phone of Insurance Agent (if applicable)
Address of Owner of Insured Property	

Insuring Company	Policy Number	Amount of Coverage	Effective Date	Expiry Date

(Insuring Company Name) _____ certifies it has issued to the above-named insured a policy of insurance insuring against property damage and bodily injury in a minimum amount of \$2,000,000 per occurrence.

This policy is in full force and effect on this date and issued in compliance with City of Oshawa Licensing By-law No. 120-2005 (Schedule K), Section 4 (f). This policy may not be cancelled during its term, allowed to expire or vary the amount of the policy, except on fifteen (15) days prior written notice to Municipal Law Enforcement & Licensing Services (Rundle 1), 50 Centre Street South, Oshawa, Ontario, L1H 3Z7.

If a facsimile has been transmitted, the original certificate must follow.

Date	Signature and Stamp of Authorized Representative of Insurer
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Landlord/Owner's Authorization Form

Authorizing an Agent for a Residential Rental Housing Licence Application

Municipal Address of Rental Property:

The undersigned, being the landlord/owner(s) of the above referenced property, authorizes

Agent Name	Telephone No.	E-mail
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Address	City	Province	Postal Code
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To prepare and submit an application to licence the property municipally known as _____ as a Residential Rental House, pursuant to City of Oshawa Business Licensing By-law 120-2005, on my behalf.

To make decisions regarding the application or inspection requirements.

Other (please state) _____

Landlord/Owner	Permanent Address	Telephone
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Signature:	E-mail Address
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Landlord/Owner	Permanent Address	Telephone
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Signature:	E-mail Address
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Each Landlord/Owner must complete above information. If additional space is required, please copy this authorization form.

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Electrical System Inspection Form

Inspection Address: _____, Oshawa

A separate form must be completed for each property.

Electrical Contractor Information

Electrical Contractor's Name: _____

Phone Number: _____

Email Address: _____

ECRA Licence Number: _____

Master Electrician's Name: _____

Electrician's Name: _____

Electrician's OCOT Number: _____

Declaration

I hereby certify that the dwelling/building located at _____
has been inspected for compliance with the Ontario Electrical Safety Code and that no visible fire or
shock hazards with the electrical system were identified on this date.

Electrician's signature: _____ Date: _____

Notes

- 1. Electrical system defects/deficiencies must be repaired before this form is completed.
All electrical installation, repair and replacement work in Ontario must be carried out in
accordance with the Ontario Electrical Safety Code.**
- 2. A permit from the Electrical Safety Authority may be required.**

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Oshawa's Freedom of Information and Privacy Coordinator at 50 Centre Street South, Oshawa,
Ontario, L1H 3Z7 or 905-436-3311.